

*This file is part of the document FECFile UserManual for Candidate Committees. To learn more about the Federal Election Commission, the Electronic Filing Program, or find this document by section follow the following links, respectively:*

[FEC HOME](#) > [ELECTRONIC FILING](#) > [FECFile USER MANUAL](#)



# FECFile User Manual for Candidate Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by-step instructions, along with screen shots, in an effort to help users maneuver through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

## **Edition date**

2/11/2003

## **Author**

Data Systems Training and User Support

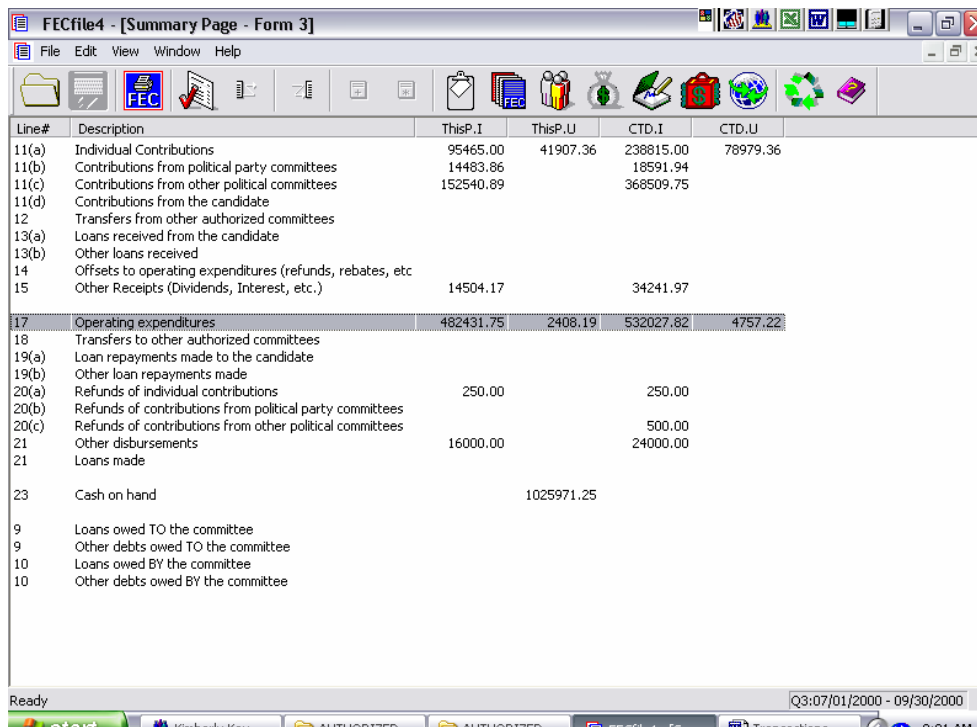
## **Contact information**

Phone: 1-800-424-9530 or local Washington, D.C. 202-694-1100

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

## Operating Expenditures Line 17



Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions	95465.00	41907.36	238815.00	78979.36
11(b)	Contributions from political party committees	14483.86		18591.94	
11(c)	Contributions from other political committees	152540.89		368509.75	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc)				
15	Other Receipts (Dividends, Interest, etc.)	14504.17		34241.97	
17	<b>Operating expenditures</b>	<b>482431.75</b>	<b>2408.19</b>	<b>532027.82</b>	<b>4757.22</b>
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions	250.00		250.00	
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees			500.00	
21	Other disbursements	16000.00		24000.00	
21	Loans made				
23	Cash on hand		1025971.25		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

1. Double click on 17 of the FECfile Summary Page.

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Operating Expenditure

Name

Date Amount 0.00 In-Kind

Description

Election Year of Election Memo

Candidate/Campaign Committee

Anheuser-Busch AB-PAC - ONE Busch Place...  
Baker for Congress Committee - P. O. Box 1694...  
Bill McCollum for US Senate - P. O. Box 532015...

Next entry... OK Cancel

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party committee

11(c) Contributions from other political committee

11(d) Contributions from the candidate

12 Transfers from other authorized committee

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committee

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political party

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

CTD.U 78979.36

4757.22

Ready Q3:07/01/2000 - 09/30/2000

2. The Operating Expenditure dialog box appears. Type in the name of the vendor or individual in the dialog box and press the tab key.

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Individual/Organization Information

Type ☐ Multi-Candidate committee

Individual other than a Candidate

Last / Business name FEC ID

Tully Lookup...

First name Prefix Suffix

Address

City State Zip

Employer

Occupation

Candidate Information

Office State District Other ID

None

OK Cancel

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party

11(c) Contributions from other political

11(d) Contributions from the candidate

12 Transfers from other authorized

13(a) Loans received from the candida

13(b) Other loans received

14 Offsets to operating expenditure

15 Other Receipts (Dividends, Inter

17 Operating expenditures

18 Transfers to other authorized co

19(a) Loan repayments made to the ca

19(b) Other loan repayments made

20(a) Refunds of individual contribution

20(b) Refunds of contributions from po

20(c) Refunds of contributions from ot

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the commi

10 Loans owed BY the committee

10 Other debts owed BY the commi

D.U 3979.36

4757.22

Ready Q3:07/01/2000 - 09/30/2000

3. The Individual/Organization Information dialog box appears. Click on the

down arrow next to the type drop down menu to highlight the appropriate element, ie: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.

Line#	Description
11(a)	Individual Contributions
11(b)	Contributions from political party
11(c)	Contributions from other political
11(d)	Contributions from the candidate
12	Transfers from other authorized
13(a)	Loans received from the candidate
13(b)	Other loans received
14	Offsets to operating expenditure
15	Other Receipts (Dividends, Inter
17	Operating expenditures
18	Transfers to other authorized co
19(a)	Loan repayments made to the ca
19(b)	Other loan repayments made
20(a)	Refunds of individual contribution
20(b)	Refunds of contributions from po
20(c)	Refunds of contributions from ot
21	Other disbursements
21	Loans made
23	Cash on hand
9	Loans owed TO the committee
9	Other debts owed TO the commi
10	Loans owed BY the committee
10	Other debts owed BY the commit

4. Enter the address, city, state and zip by pointing and clicking inside of each text area. Select OK once the entry is completed.

Line#	Description	CTD.U
11(a)	Individual Contributions	
11(b)	Contributions from political party commit	
11(c)	Contributions from other political commit	
11(d)	Contributions from the candidate	
12	Transfers from other authorized commit	
13(a)	Loans received from the candidate	
13(b)	Other loans received	
14	Offsets to operating expenditures (refu	
15	Other Receipts (Dividends, Interest, etc	
17	Operating expenditures	78979.36
18	Transfers to other authorized committee	
19(a)	Loan repayments made to the candidate	
19(b)	Other loan repayments made	
20(a)	Refunds of individual contributions	
20(b)	Refunds of contributions from political p	
20(c)	Refunds of contributions from other poli	
21	Other disbursements	
21	Loans made	
23	Cash on hand	
9	Loans owed TO the committee	
9	Other debts owed TO the committee	
10	Loans owed BY the committee	
10	Other debts owed BY the committee	

5. The Operating Expenditure dialog box appears, with the appropriate text areas populated. Point and click inside the date field and enter the date, followed by entering in the dollar amount.
6. Type in the description or purpose, and click on OK.

## Credit Card Payments

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions	95465.00	41907.36	238815.00	78979.36
11(b)	Contributions from political party committees	14483.86		18591.94	
11(c)	Contributions from other political committees	152540.89		368509.75	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc)				
15	Other Receipts (Dividends, Interest, etc.)	14504.17		34241.97	
17	Operating expenditures	482431.75	2408.19	532027.82	4757.22
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions	250.00		250.00	
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees			500.00	
21	Other disbursements	16000.00		24000.00	
21	Loans made				
23	Cash on hand		1025971.25		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Ready Q3:07/01/2000 - 09/30/2000

1. From the FECFile main menu, double click on Line 17 of the Summary page.

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	CTD.U
11(a)	Individual Contributions	78979.36
11(b)	Contributions from political party committees	
11(c)	Contributions from other political committees	
11(d)	Contributions from the candidate	
12	Transfers from other authorized committees	
13(a)	Loans received from the candidate	
13(b)	Other loans received	
14	Offsets to operating expenditures (refunds, rebates, etc)	
15	Other Receipts (Dividends, Interest, etc)	
17	Operating expenditures	4757.22
18	Transfers to other authorized committees	
19(a)	Loan repayments made to the candidate	
19(b)	Other loan repayments made	
20(a)	Refunds of individual contributions	
20(b)	Refunds of contributions from political party committees	
20(c)	Refunds of contributions from other political committees	
21	Other disbursements	
21	Loans made	
23	Cash on hand	
9	Loans owed TO the committee	
9	Other debts owed TO the committee	
10	Loans owed BY the committee	
10	Other debts owed BY the committee	

Operating Expenditure

Name

Date

Amount

In-Kind

Description

Election

Year of Election

Memo

Candidate/Campaign Committee

Anheuser-Busch AB-PAC - ONE Busch Place...

Baker for Congress Committee - P. O. Box 1694...

Bill McCollum for US Senate - P. O. Box 532015...

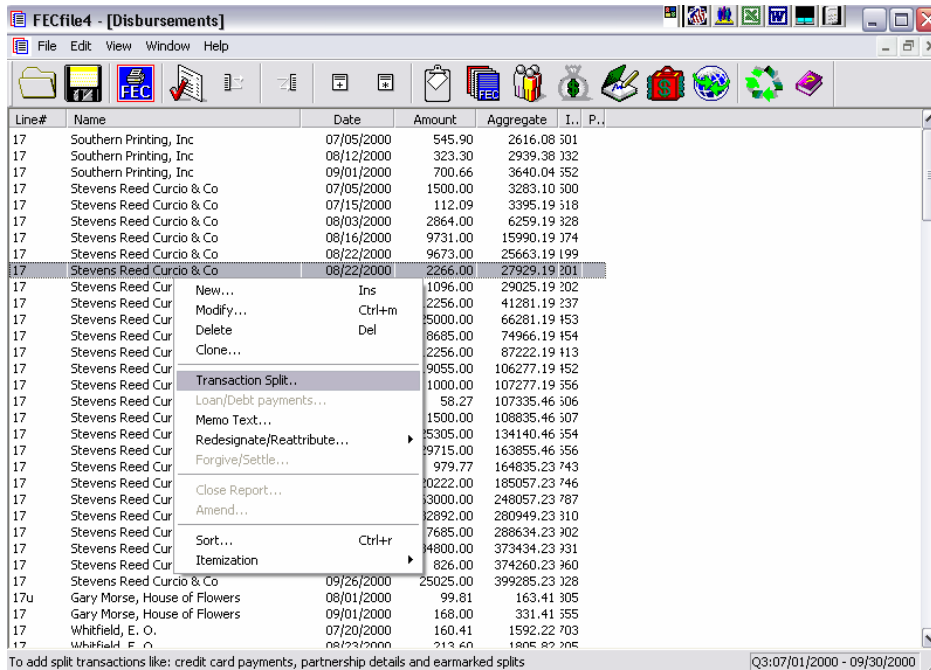
Next entry... OK Cancel

Ready Q3:07/01/2000 - 09/30/2000

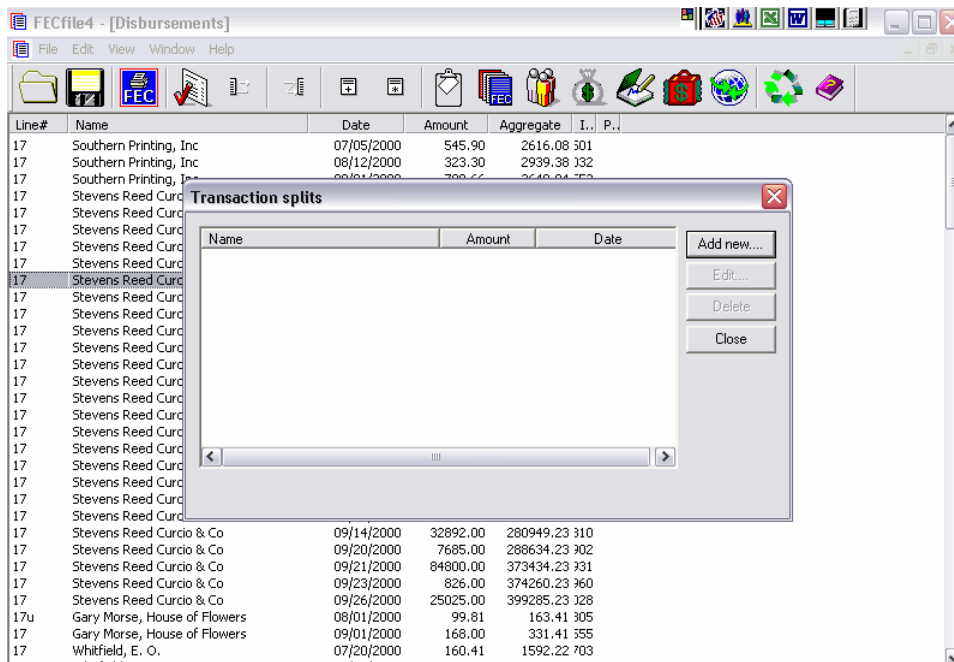
- The Operating Expenditure dialog box appears. Enter the name of the credit card company, and press the Tab key.

Line#	Description	D.U.
11(a)	Individual Contributions	
11(b)	Contributions from political party	
11(c)	Contributions from other political	
11(d)	Contributions from the candidate	
12	Transfers from other authorized	
13(a)	Loans received from the candidate	
13(b)	Other loans received	
14	Offsets to operating expenditure	
15	Other Receipts (Dividends, Interest)	
17	Operating expenditures	1757.22
18	Transfers to other authorized co	
19(a)	Loan repayments made to the ca	
19(b)	Other loan repayments made	
20(a)	Refunds of individual contribution	
20(b)	Refunds of contributions from po	
20(c)	Refunds of contributions from ot	
21	Other disbursements	
21	Loans made	
23	Cash on hand	
9	Loans owed TO the committee	
9	Other debts owed TO the commi	
10	Loans owed BY the committee	
10	Other debts owed BY the commi	

- The Individual/Organization Information dialog box appears. Enter in the address and company information, and select OK.
- FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.
- Select View from the menu bar and click on Disbursements.



6. As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.



7. The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as

appropriate.

8. Click on close.

## Reimbursements to Individual (Non-travel)

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions	95465.00	41907.36	238815.00	78979.36
11(b)	Contributions from political party committees	14483.86		18591.94	
11(c)	Contributions from other political committees	152540.89		368509.75	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc.)				
15	Other Receipts (Dividends, Interest, etc.)	14504.17		34241.97	
17	Operating expenditures	482431.75	2408.19	532027.82	4757.22
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions	250.00		250.00	
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees			500.00	
21	Other disbursements	16000.00		24000.00	
21	Loans made				
23	Cash on hand		1025971.25		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Ready Q3:07/01/2000 - 09/30/2000

1. From the FECFile main menu, double click on Line 17 of the Summary page.

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	CTD.U
11(a)	Individual Contributions	78979.36
11(b)	Contributions from political party committees	
11(c)	Contributions from other political committees	
11(d)	Contributions from the candidate	
12	Transfers from other authorized committees	
13(a)	Loans received from the candidate	
13(b)	Other loans received	
14	Offsets to operating expenditures (refunds, rebates, etc.)	
15	Other Receipts (Dividends, Interest, etc.)	
17	Operating expenditures	4757.22
18	Transfers to other authorized committees	
19(a)	Loan repayments made to the candidate	
19(b)	Other loan repayments made	
20(a)	Refunds of individual contributions	
20(b)	Refunds of contributions from political party committees	
20(c)	Refunds of contributions from other political committees	
21	Other disbursements	
21	Loans made	
23	Cash on hand	
9	Loans owed TO the committee	
9	Other debts owed TO the committee	
10	Loans owed BY the committee	
10	Other debts owed BY the committee	

Operating Expenditure

Name

Date

Amount

In-Kind

Description

Election

Year of Election

Memo

Candidate/Campaign Committee

Anheuser-Busch AB-PAC - ONE Busch Place...

Baker for Congress Committee - P. O. Box 1694...

Bill McCollum for US Senate - P. O. Box 532015...

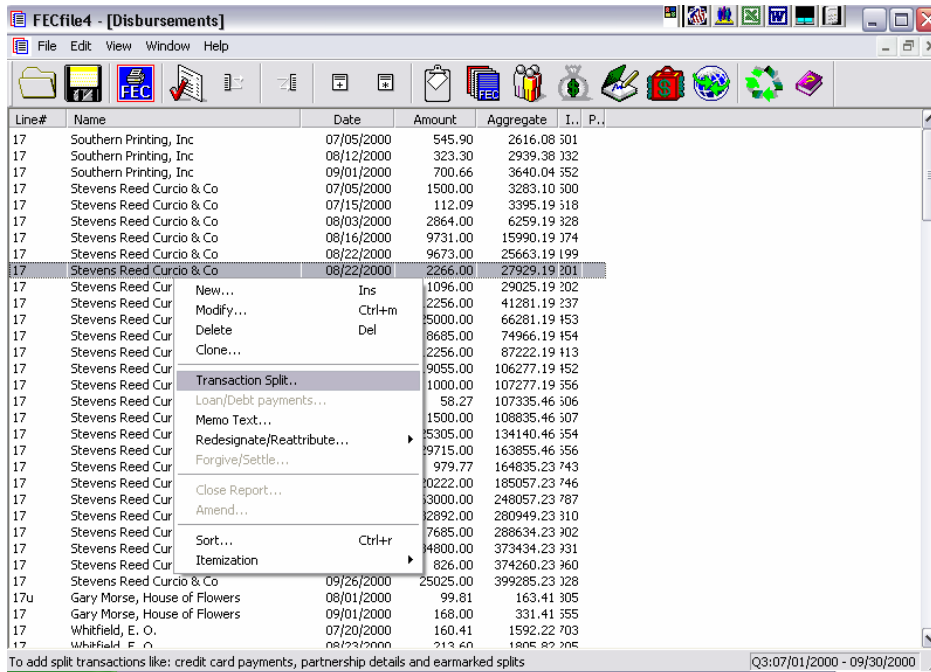
Next entry... OK Cancel

Ready Q3:07/01/2000 - 09/30/2000

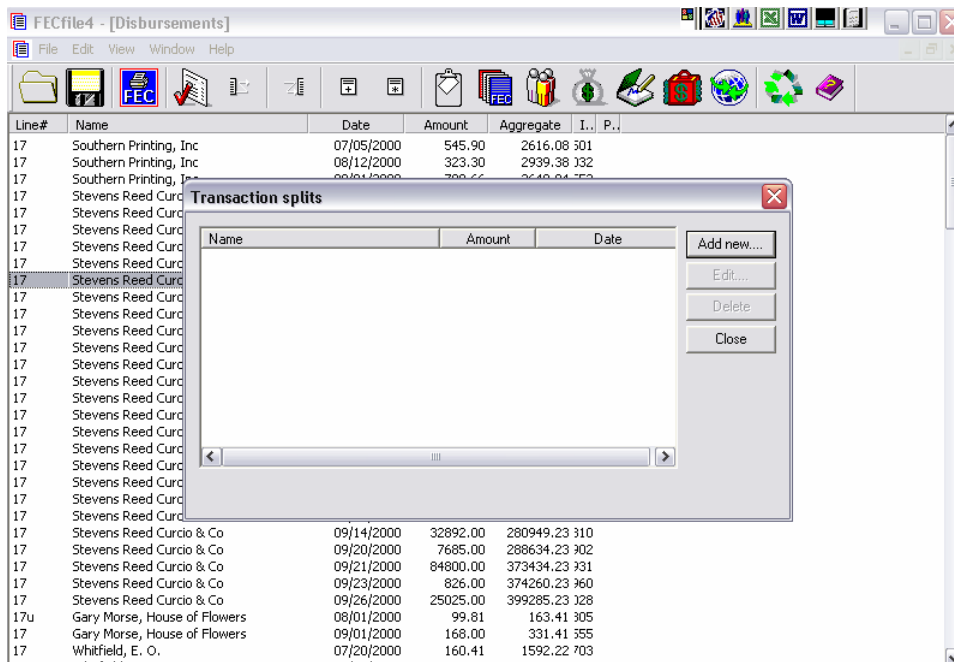
2. The Operating Expenditure dialog box appears. Enter the name of the individual being reimbursed, and press the Tab key.

Line#	Description	D.U.
11(a)	Individual Contributions	
11(b)	Contributions from political party	
11(c)	Contributions from other political	
11(d)	Contributions from the candidate	
12	Transfers from other authorized	
13(a)	Loans received from the candidate	
13(b)	Other loans received	
14	Offsets to operating expenditure	
15	Other Receipts (Dividends, Interest)	
17	Operating expenditures	
18	Transfers to other authorized committee	
19(a)	Loan repayments made to the committee	
19(b)	Other loan repayments made	
20(a)	Refunds of individual contributions	
20(b)	Refunds of contributions from political party	
20(c)	Refunds of contributions from other sources	
21	Other disbursements	
21	Loans made	
23	Cash on hand	
9	Loans owed TO the committee	
9	Other debts owed TO the committee	
10	Loans owed BY the committee	
10	Other debts owed BY the committee	

3. The Individual/Organization Information dialog box appears. Enter in the address and information, and select OK.
4. FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.
5. Select View from the menu bar and click on Disbursements.



6. As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.



7. The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as

appropriate.

8. Click on close.

Note: Travel related reimbursements are entered in the same as a regular operating expenditure on line 17. No memo entries are necessary.

## Transfers to Other Authorized Committees Line 18

Line#	Description	This P.I.	This P.U.	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates)			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	100000.00			
10	Other debts owed BY the committee				

1. Double click on line 18 of the FECfile Summary Page.

The dialog box titled "Transfer to other Authorized Committees" is open, showing the following fields:

- Name:** A list box containing "Computer Users of America - Maple Avenue..." and "DESIGN-BUILD INSTITUTE OF AMERICA PAC - 1010 M...".
- Date:** A text field.
- Amount:** A text field with "0.00" entered.
- In-kind:** A checkbox.
- Description:** A text field.
- Election:** A dropdown menu.
- Year of Election:** A text field.
- Memo:** A checkbox.
- Candidate/Campaign Committee:** A list box containing "Allen, Kelly - 34 Main Street...", "Computer Users of America - Maple Avenue...", and "Tully, Andrea - 49493 Holly Grove...".

Buttons at the bottom: "Next entry...", "OK", "Cancel".

2. The Transfer to other Authorized Committees dialog box appears.

- Enter the committee name, if it does not currently appear, and press the tab key. If the committee name does appear, tab to the address field and continue entry.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party cc

11(c) Contributions from other political cc

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, etc.)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political party

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Individual/Organization Information

Type ☐ Multi-Candidate committee

Campaign Committee

Campaign Committee

Political Action Committee

Political Party Organization

Other (Political) Committee

First name Prefix Suffix

Address

City State Zip

None

Employer

Allen, Kelly - 34 Main Street...

Tully, Andrea - 49493 Holly Grove...

Candidate Information

Office State District Other ID

- None

OK Cancel

- If the committee name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Enter in the address, city, state and zip, and select OK.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party committee

11(c) Contributions from other political committee

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, etc.)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political party

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Transfer to other Authorized Committees

Name

Mark Juniper

DESIGN-BUILD INSTITUTE OF AMERICA PAC - 1010 M...

Mark Juniper - ...

Date Amount

0.00 ☐ In-kind

Description

Election Year of Election

Candidate/Campaign Committee

Allen, Kelly - 34 Main Street...

Computer Users of America - Maple Avenue...

Tully, Andrea - 49493 Holly Grove...

Next entry... OK Cancel

Ready

LEV 01/01/2002 - 06/30/2002

5. The Transfer to other Authorized Committees dialog box appears. Point to the date field, and enter in the date, amount and description.
6. Click on OK.

## Loan Repayments Made Line 19 (a) and 19 (b)

**FECFile4 - [Summary Page - Form 3]**

File Edit View Window Help

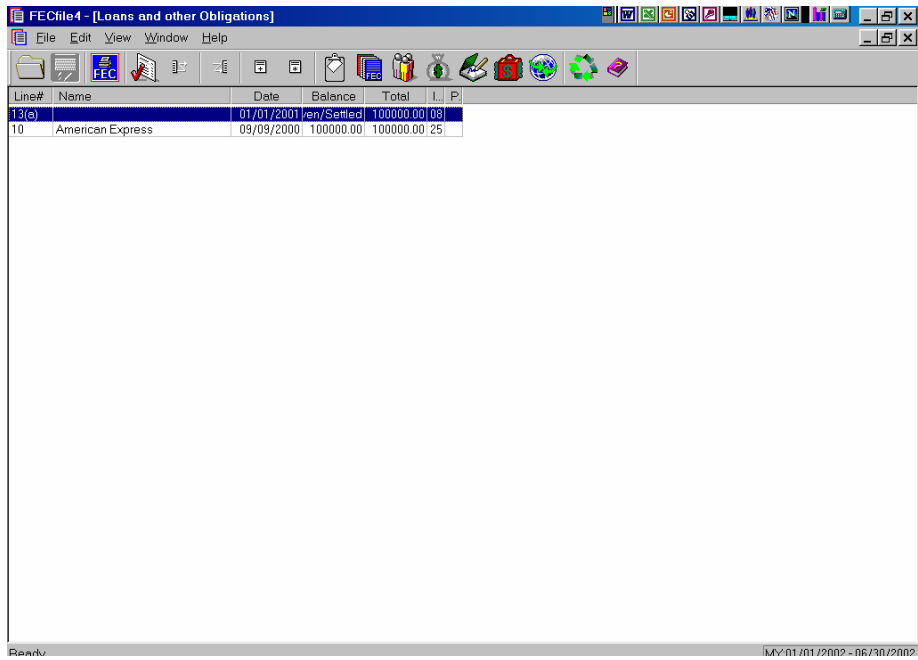
Individuals/Organizations  
Election Cycles  
Reports  
All Transactions  
Summary Page  
Receipts  
Disbursements  
**Loans and other Obligations**  
Recycle bin  
Sort... Other...

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from other sources				
12	Transfers to authorized committees			12000.00	
13(a)	Loans made to the candidate			100000.00	
13(b)	Other loans made				
14	Offsets to contributions			1339.00	
15	Other payments				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	100000.00			
10	Other debts owed BY the committee				

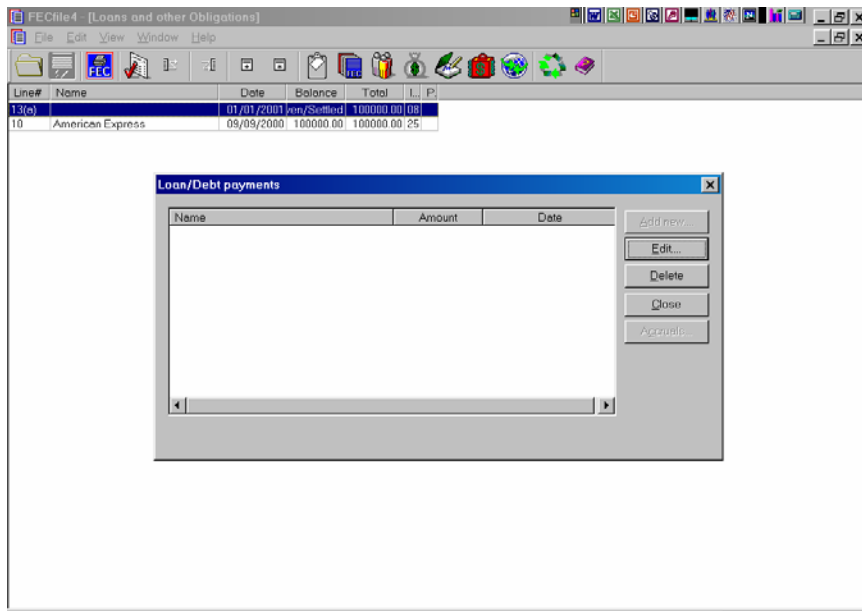
Open a window on all loans, obligations and allocation ratios for the selected report

MY:01/01/2002 - 06/30/2002

1. From the FECFile menu bar, select View, and select Loans and other Obligations.
2. Reviewing the listing of loans shown, select the loan for which repayment is being made, and click on the right mouse button.



- The drop down menu will appear, select Loan/Debt repayments.



- The Loan/Debt payments dialog box appears. Click on Add new.

5. The type of new Deferred Disbursement dialog box appears. Select the proper line number and click on OK.
6. As the application returns to the Loan/Debt payments dialog box, select Close.

**NOTE:**

- This process may also be used to edit loan repayments entered in error. In this circumstance, as the Loan/Debt payments screen is shown, select Edit, as opposed to the Add New option.
- Schedule B supporting Line 26 and Schedule C, supporting Line 10 will both be *AUTOMATICALLY* created and adjusted.
- If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a “*dummy report*” for the previous reporting period in which the loan will be created. As the numbers are all that is required from the loan, the committee will not need to enter Schedule C-1 or guarantor information.